

# Site Development





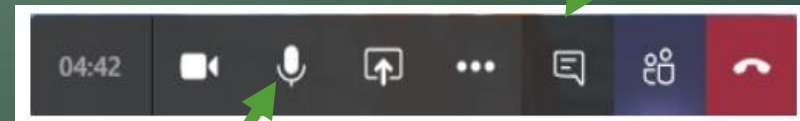
## Palo Pinto Mountains State Project No. 118271

### Pre-Bid Conference

May 17, 2021 - 1:00 PM

Welcome! Thank you for using the Teams app!

- ▶ Please MUTE your device. 
- ▶ Use the CHAT feature for questions. 
- ▶ See the Teams COMMAND bar:

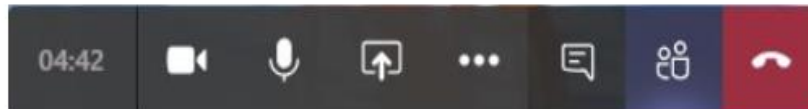


# MEETING LOGISTICS

## PLEASE SIGN-IN

*Although this is not a mandatory meeting, please ensure that a representative of your company completes the pre-registration form so we may have a record of your attendance.*

## USE THE TEAMS COMMAND BAR



**REMAIN ON MUTE THROUGH THE MEETING** 

**USE THE CHAT BOX FOR QUESTIONS** 

# INTRODUCTIONS

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- ▶ **Nicole Chupka-** Contract Manager, TPWD  
[nicole.chupka@tpwd.texas.gov](mailto:nicole.chupka@tpwd.texas.gov)
- ▶ **Amanda Schulte-** Bennett Benner Partners, Architect
- ▶ **Cassandra Johnson-** TPWD HUB Program Manager

*Nicole to be single point-of-contact through solicitation and award.*

# COMMUNICATIONS!

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No oral explanation in regard to the meaning of the Invitation for Bids and Contract Documents will be made and no oral instructions will be given before the award of the contract. TPWD requests that all discrepancies, omissions or questions as to the meaning of Drawings and Specifications shall be communicated in writing to the Contract Manager for interpretation by **May 24, 2021 to the attention of Nicole Chupka, Contract Manager via email using [nicole.chupka@tpwd.texas.gov](mailto:nicole.chupka@tpwd.texas.gov)**

**PROHIBITED COMMUNICATIONS:** Upon issuance of this solicitation, TPWD, its representative(s), or partners will not answer questions or otherwise discuss the contents of this Solicitation with any potential Bidder or their representatives(s), except for the written inquiries described in the foregoing paragraph. Attempts to ask questions by phone or in person will not be allowed or recognized as valid.

**Failure to observe this restriction may disqualify Bidder.** Bidder shall rely only on written statements issued through or by TPWD's contracting staff. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this solicitation.

*Instruction to Bidders- Sections 8 and 9.*



# MEETING AGENDA

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- ▶ **Headlines / Important Dates**
- ▶ **Navigating the Solicitation**
- ▶ **Scope of Work**
- ▶ **HUB Subcontracting Plan**
- ▶ **Bid Submission contents**
- ▶ **Conditions of the Contract**



# **HEADLINES & IMPORTANT DATES**

# Important Dates

## SOLICITATION CALENDAR



**SITE VISIT:** ~~May 18, 2021-10:00am~~

*SITE VISIT cancelled via Addendum 1 due to severe weather*



**QUESTIONS DUE:** May 24, 2021 by 5:00pm

*submit by email to [nicole.chupka@tpwd.texas.gov](mailto:nicole.chupka@tpwd.texas.gov)*



**TARGET ADDENDUM:** June 3, 2021

*addendum posted on ESD*



**BIDS DUE:** June 17, 2021 by 2:00pm

*4200 Smith School Road. Austin Texas 78744*

# Headlines

## BID SUBMISSION



**Bids are due** by 2:00 PM (CT) on June 17, 2021.



Information for delivery are found in  
**Instructions to Bidders 1.6 – DELIVERY OF BIDS**



Bids for this project are to be submitted to  
**4200 Smith School Road Austin, Texas 78744**



# NAVIGATING the SOLICITATION

# SOLICITATION STRUCTURE

## ▶ **ntb**

- ANNOUNCEMENT /ADVERTISEMENT

## ▶ **spc 1**

- GENERAL INFORMATION
- BID SUBMITTALS
- CONDITIONS OF THE CONTRACT
- CONDITIONS OF CONSTRUCTION

## ▶ **spc 2**

- TECHNICAL SPECIFICATIONS

## ▶ **ex 1**

- SCOPE QUANTITIES EXHIBIT

## ▶ **hso**

- POTENTIAL SUBCONTRACTING
- HUB CONTACTS per BUSINESS TYPE

## ▶ **drg**

- DRAWINGS/PLANS



# SCOPE of WORK

# SCOPE STATEMENT

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## **General Scope of Work**

All labor, tools, equipment, materials, incidentals to develop the park site, including: park entry signage, campsites (multiuse and tent camping), picnic tables, maintenance vehicle gates, horse wash area, horse stalls, fish cleaning station, sidewalks, storm water filtration systems, boat ramp, courtesy dock, fishing pier and accessible parking signage.

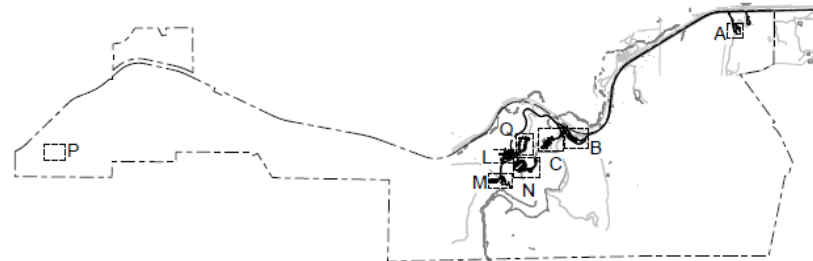


# SCOPE ELEMENTS

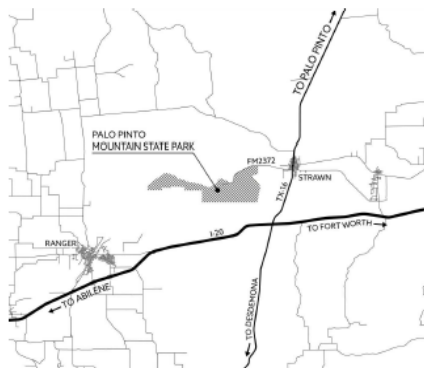
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## Project Schedule

All work shall be completed within **four hundred (400)** calendar days commencing on the date specified in the Notice to Proceed. This performance period includes completing the various aspects required to complete the Work, including submission of all Submittals, mobilization, procurement, installation, testing, inspection and delivery of documents described in the Uniform General Conditions, Article 12, 12.1.1.1.



### SITE LOCATION MAP



## PROJECT

## SITE DEVELOPMENT

TPWD PROJECT NO. 118271

DATE: 03/29/2021

### APPLICABLE BUILDING CODES

- A. INTERNATIONAL CODE COUNCIL ADOPTIONS
- i. BUILDING CODE - INTERNATIONAL BUILDING CODE 2012
  - ii. STRUCTURAL CODE - INTERNATIONAL BUILDING CODE 2012
  - iii. PLUMBING CODE - INTERNATIONAL PLUMBING CODE 2012
  - iv. MECHANICAL CODE - INTERNATIONAL MECHANICAL CODE 2012
  - v. ELECTRICAL CODE - INTERNATIONAL ELECTRICAL CODE 2012
  - vi. GAS CODE - INTERNATIONAL FUEL GAS CODE 2012
  - vii. RESIDENTIAL CODE - INTERNATIONAL RESIDENTIAL CODE 2012
  - viii. EXISTING BUILDINGS - INTERNATIONAL EXISTING BUILDINGS CODE 2012
- B. NATIONAL FIRE PROTECTION ASSOCIATION
- i. ELECTRIC CODE - NATIONAL ELECTRIC CODE 2020
- C. STATE ENERGY CONSERVATION OFFICE/TEXAS COMPELLERS OFFICE
- i. ENERGY CODE FOR STATE BUILDINGS - "See 34.01.19.18, 34.01.19.20, 34.01.19.21, 34.01.19.22, 34.01.19.23, 34.01.19.24, 34.01.19.25, 34.01.19.26, 34.01.19.27, 34.01.19.28, 34.01.19.29, 34.01.19.30, 34.01.19.31, 34.01.19.32, 34.01.19.33, 34.01.19.34, 34.01.19.35, 34.01.19.36, 34.01.19.37, 34.01.19.38, 34.01.19.39, 34.01.19.40, 34.01.19.41, 34.01.19.42, 34.01.19.43, 34.01.19.44, 34.01.19.45, 34.01.19.46, 34.01.19.47, 34.01.19.48, 34.01.19.49, 34.01.19.50, 34.01.19.51, 34.01.19.52, 34.01.19.53, 34.01.19.54, 34.01.19.55, 34.01.19.56, 34.01.19.57, 34.01.19.58, 34.01.19.59, 34.01.19.60, 34.01.19.61, 34.01.19.62, 34.01.19.63, 34.01.19.64, 34.01.19.65, 34.01.19.66, 34.01.19.67, 34.01.19.68, 34.01.19.69, 34.01.19.70, 34.01.19.71, 34.01.19.72, 34.01.19.73, 34.01.19.74, 34.01.19.75, 34.01.19.76, 34.01.19.77, 34.01.19.78, 34.01.19.79, 34.01.19.80, 34.01.19.81, 34.01.19.82, 34.01.19.83, 34.01.19.84, 34.01.19.85, 34.01.19.86, 34.01.19.87, 34.01.19.88, 34.01.19.89, 34.01.19.90, 34.01.19.91, 34.01.19.92, 34.01.19.93, 34.01.19.94, 34.01.19.95, 34.01.19.96, 34.01.19.97, 34.01.19.98, 34.01.19.99, 34.01.19.100, 34.01.19.101, 34.01.19.102, 34.01.19.103, 34.01.19.104, 34.01.19.105, 34.01.19.106, 34.01.19.107, 34.01.19.108, 34.01.19.109, 34.01.19.110, 34.01.19.111, 34.01.19.112, 34.01.19.113, 34.01.19.114, 34.01.19.115, 34.01.19.116, 34.01.19.117, 34.01.19.118, 34.01.19.119, 34.01.19.120, 34.01.19.121, 34.01.19.122, 34.01.19.123, 34.01.19.124, 34.01.19.125, 34.01.19.126, 34.01.19.127, 34.01.19.128, 34.01.19.129, 34.01.19.130, 34.01.19.131, 34.01.19.132, 34.01.19.133, 34.01.19.134, 34.01.19.135, 34.01.19.136, 34.01.19.137, 34.01.19.138, 34.01.19.139, 34.01.19.140, 34.01.19.141, 34.01.19.142, 34.01.19.143, 34.01.19.144, 34.01.19.145, 34.01.19.146, 34.01.19.147, 34.01.19.148, 34.01.19.149, 34.01.19.150, 34.01.19.151, 34.01.19.152, 34.01.19.153, 34.01.19.154, 34.01.19.155, 34.01.19.156, 34.01.19.157, 34.01.19.158, 34.01.19.159, 34.01.19.160, 34.01.19.161, 34.01.19.162, 34.01.19.163, 34.01.19.164, 34.01.19.165, 34.01.19.166, 34.01.19.167, 34.01.19.168, 34.01.19.169, 34.01.19.170, 34.01.19.171, 34.01.19.172, 34.01.19.173, 34.01.19.174, 34.01.19.175, 34.01.19.176, 34.01.19.177, 34.01.19.178, 34.01.19.179, 34.01.19.180, 34.01.19.181, 34.01.19.182, 34.01.19.183, 34.01.19.184, 34.01.19.185, 34.01.19.186, 34.01.19.187, 34.01.19.188, 34.01.19.189, 34.01.19.190, 34.01.19.191, 34.01.19.192, 34.01.19.193, 34.01.19.194, 34.01.19.195, 34.01.19.196, 34.01.19.197, 34.01.19.198, 34.01.19.199, 34.01.19.200, 34.01.19.201, 34.01.19.202, 34.01.19.203, 34.01.19.204, 34.01.19.205, 34.01.19.206, 34.01.19.207, 34.01.19.208, 34.01.19.209, 34.01.19.210, 34.01.19.211, 34.01.19.212, 34.01.19.213, 34.01.19.214, 34.01.19.215, 34.01.19.216, 34.01.19.217, 34.01.19.218, 34.01.19.219, 34.01.19.220, 34.01.19.221, 34.01.19.222, 34.01.19.223, 34.01.19.224, 34.01.19.225, 34.01.19.226, 34.01.19.227, 34.01.19.228, 34.01.19.229, 34.01.19.230, 34.01.19.231, 34.01.19.232, 34.01.19.233, 34.01.19.234, 34.01.19.235, 34.01.19.236, 34.01.19.237, 34.01.19.238, 34.01.19.239, 34.01.19.240, 34.01.19.241, 34.01.19.242, 34.01.19.243, 34.01.19.244, 34.01.19.245, 34.01.19.246, 34.01.19.247, 34.01.19.248, 34.01.19.249, 34.01.19.250, 34.01.19.251, 34.01.19.252, 34.01.19.253, 34.01.19.254, 34.01.19.255, 34.01.19.256, 34.01.19.257, 34.01.19.258, 34.01.19.259, 34.01.19.260, 34.01.19.261, 34.01.19.262, 34.01.19.263, 34.01.19.264, 34.01.19.265, 34.01.19.266, 34.01.19.267, 34.01.19.268, 34.01.19.269, 34.01.19.270, 34.01.19.271, 34.01.19.272, 34.01.19.273, 34.01.19.274, 34.01.19.275, 34.01.19.276, 34.01.19.277, 34.01.19.278, 34.01.19.279, 34.01.19.280, 34.01.19.281, 34.01.19.282, 34.01.19.283, 34.01.19.284, 34.01.19.285, 34.01.19.286, 34.01.19.287, 34.01.19.288, 34.01.19.289, 34.01.19.290, 34.01.19.291, 34.01.19.292, 34.01.19.293, 34.01.19.294, 34.01.19.295, 34.01.19.296, 34.

## SCOPE OF WORK

SITE DEVELOPMENT TO INCLUDE PARK ENTRY SIGNAGE, CAMPSITES (MULTI-USE AND TENT CAMPING), PICNIC TABLES, MAINTENANCE VEHICLE GATES, HORSE WASH AREA, HORSE STALLS, FISH CLEANING STATION, SIDEWALKS, STORM WATER FILTRATION SYSTEMS, BOAT RAMP, COURTESY DOCK, FISHING PIER, AND ACCESSIBLE PARKING SIGNAGE. REFER TO SCOPE EXHIBIT FOR FURTHER DETAILS.

THE ENTIRE PARK PROJECT IS SUBJECT TO THE TPWD SUSTAINABILITY PLAN. REFER TO SPECIFICATION SET 01, SECTION 01 31 09. THE RIDGE TOP DAY USE AREA WILL BE PURSUING SITES CERTIFICATION. REFER TO SHEETS G0002 AND G0003 FOR SITES CHECKLIST AND CONTRACTOR RESPONSIBILITIES.

## ALTERNATED

1. ALTERNATE 1 - REFERENCE GL001  
PROVIDE INTEGRAL COLOR CONCRETE PAVING IN LIEU OF STANDARD GRAY CONCRETE PAVING.
2. ALTERNATE 2 - REFERENCE GL001  
PROVIDE AZCA PRESSURE TREATED SOUTHERN YELLOW PINE IN LIEU OF STANDARD WOOD DECKING

## PROJECT TEAM

## PROJECT MANAGER

GREG THELEN, PMP  
TEXAS PARKS & WILDLIFE  
512-389-8804  
GREG.THELEN@TPWD.TEXAS.GOV

Source: <http://www.fishbase.org>

**CONTRACT MANAGER**

NICOLE CHUPKA  
TEXAS PARKS & WILDLIFE  
512-305-8523  
NICOLE.CHUPKA@TPWD.TEXAS.GOV

### PARK MANAGER

JAMES ADAMS  
TEXAS PARKS & WILDLIFE  
254-210-3015  
JAMES.ADAMS@TTPWD.TEXAS.GOV

2012-2013

**CONSTRUCTION MANAGER**

MARVIN HILL  
TEXAS PARKS & WILDLIFE  
512-627-4318  
MARVIN.HILL@TPWD.TEXAS.GOV

## INSPECTOR

BRANDON HEATON  
TEXAS PARKS & WILDLIFE  
512-427-8548  
BRANDON.HEATON@TPWD.TEXAS.GOV

## CIVIL ENGINEER

PACHECO KOCH  
4060 BRYANT IRVIN RD  
FORT WORTH TX 76109  
O : 817-412-7155

## LANDSCAPE ARCHITECT

STUDIO OUTSIDE  
824 EXPOSITION AVE  
SUITE 5  
DALLAS TX 75205  
O : 214 954-7180  
F : 214 954-7182

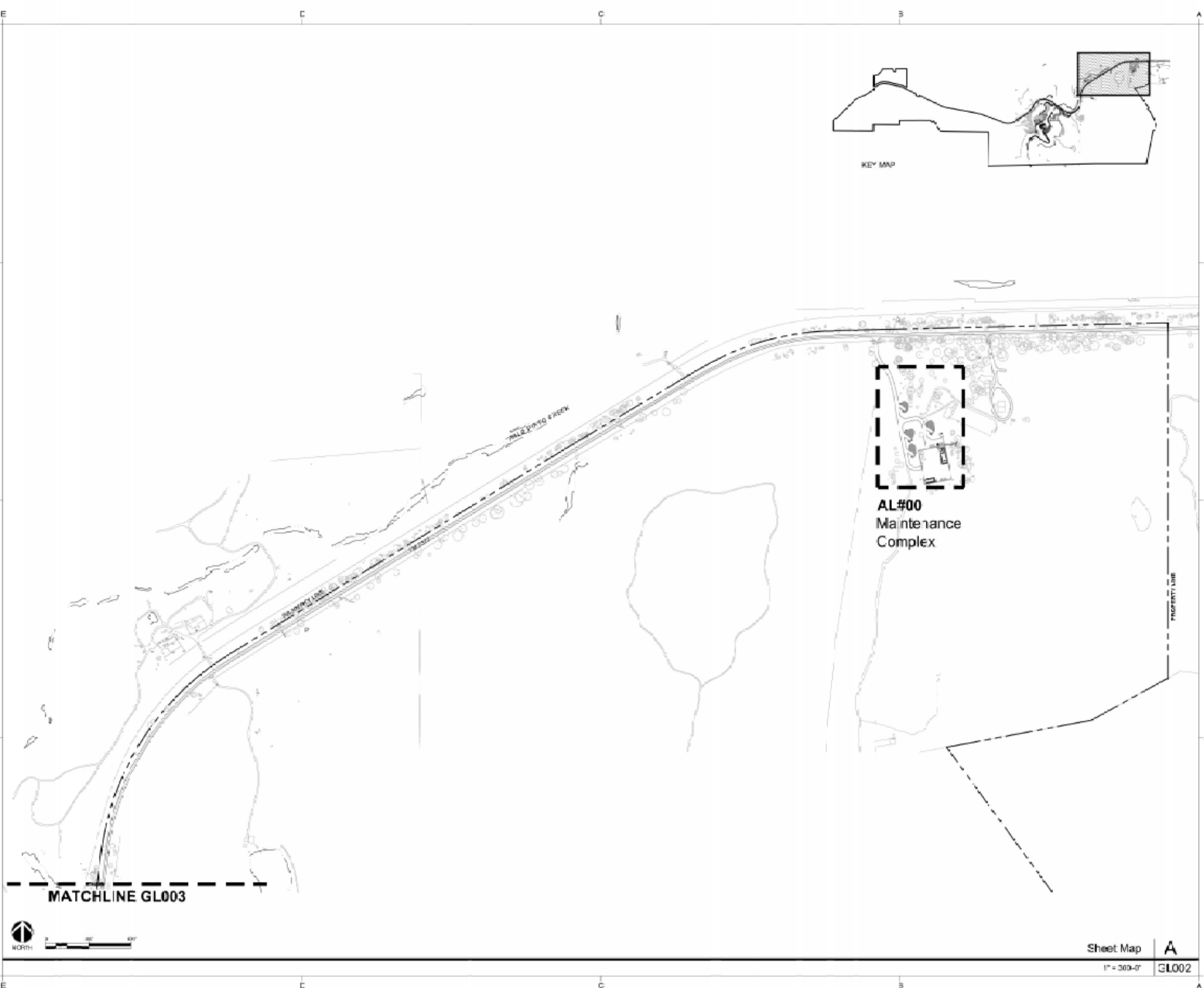
## MEP ENGINEER

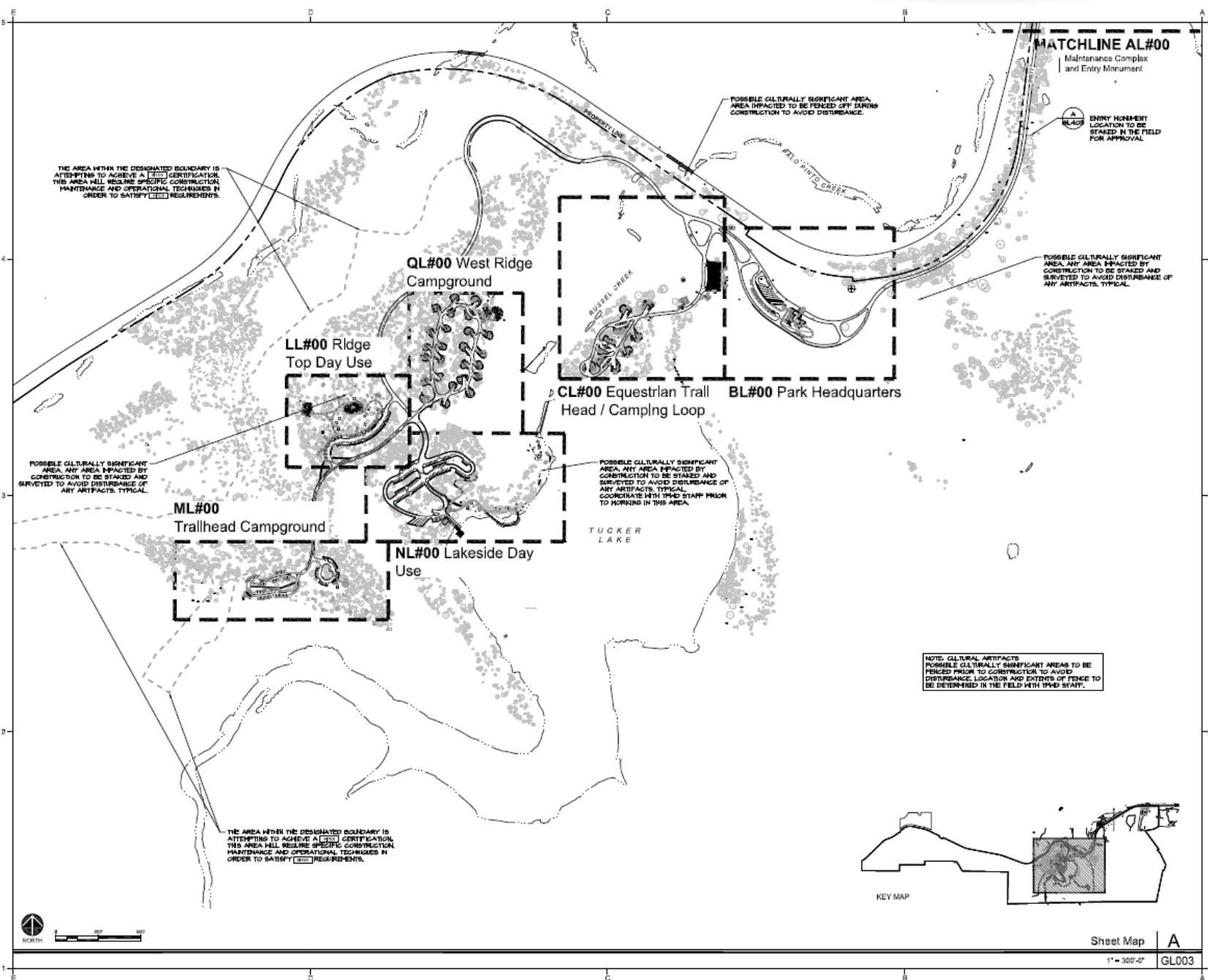
JJA, INC.  
8150 N CENTRAL EXPRESSWAY  
SUITE M-2100  
DALLAS TX 75206

**STRUCTURAL ENGINEER**

DUNAWAY ASSOCIATES LP  
990 BAILEY AVE  
SUITE 400  
FORT WORTH TX 76107  
O : 817 336-1121  
F: 817 336-7437







PALO PINTO MOUNTAINS STATE PARK  
SITE DEVELOPMENT  
TPWD PROJECT NO. 118271

DATE: 08/11/10  
DESIGNED BY: J. HOGAN  
DRAWN BY: J. HOGAN  
REVIEWED BY: J. HOGAN

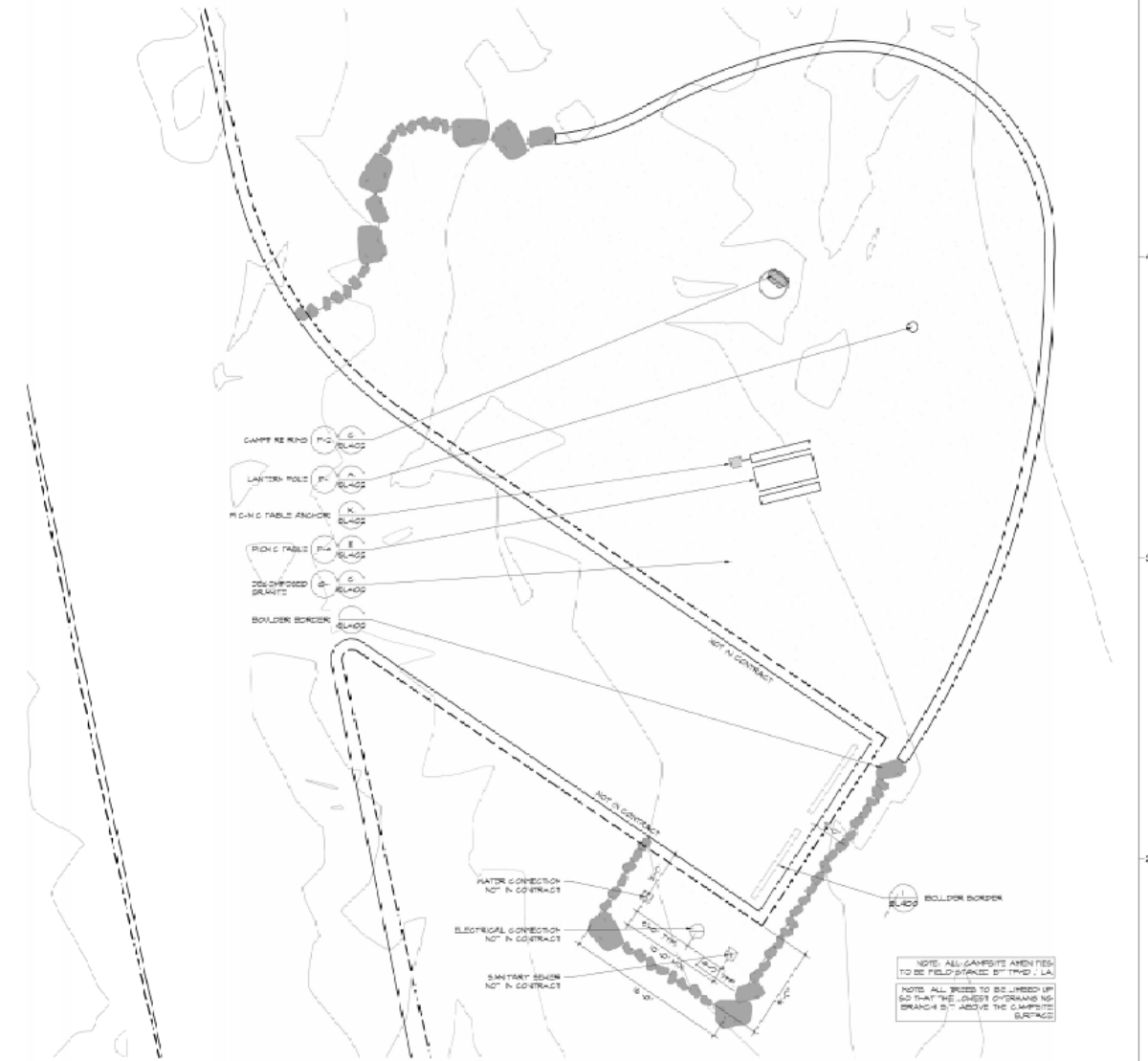
REV: 0000 DATE: 08/11/10

SHEET TITLE

CAMP SITE DETAILS

SHEET NUMBER

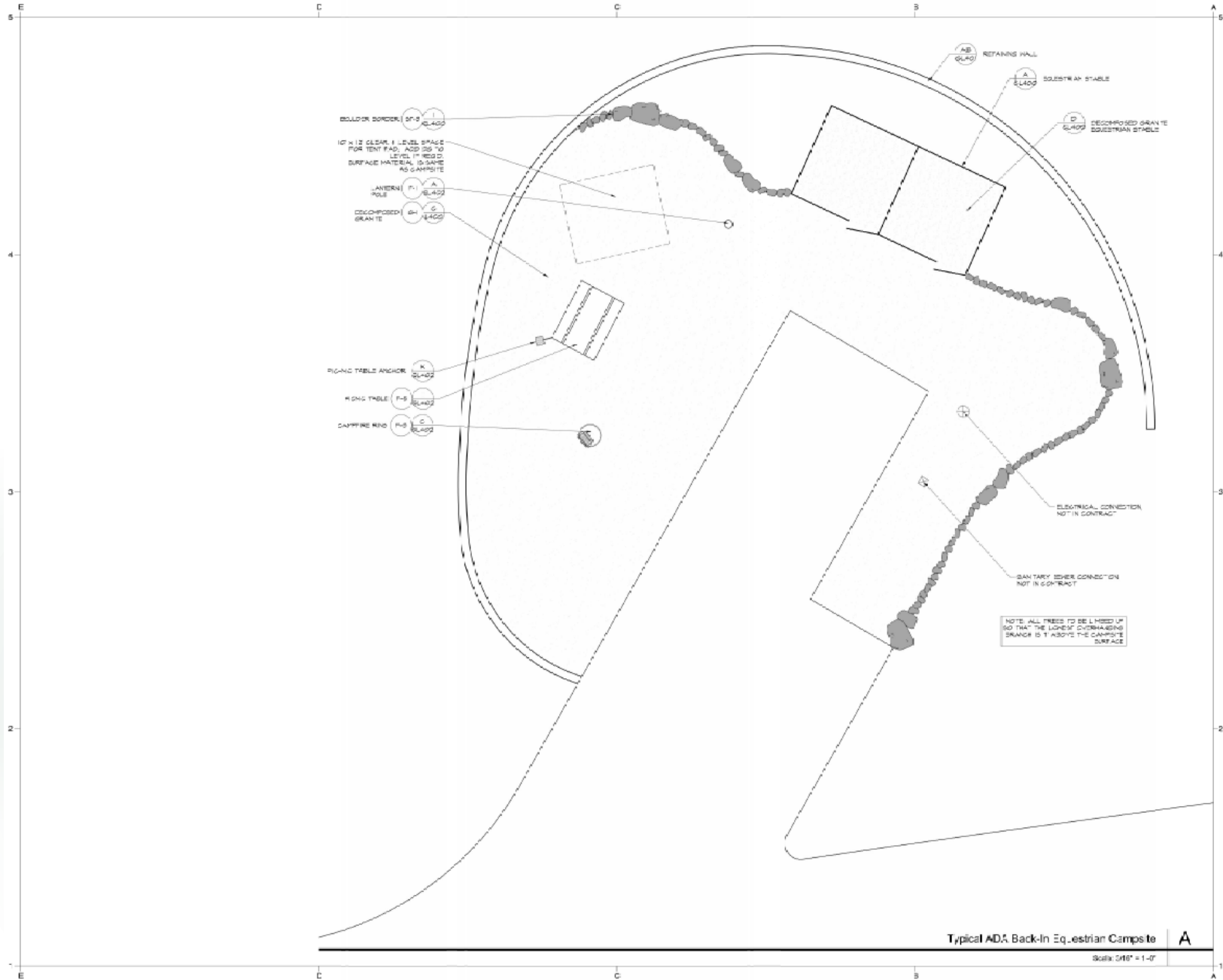
1  
AL400



Typical Host Campsite Enlargement

A

Scale: 1/8" = 1'-0"





# PALO PINTO MOUNTAINS STATE PARK SITE DEVELOPMENT

TPWD PROJECT NO. 118271

CITE: 20210121  
DESIGNED BY: A014  
DRAWN BY: JEROD  
REVIEWED BY: 8.4

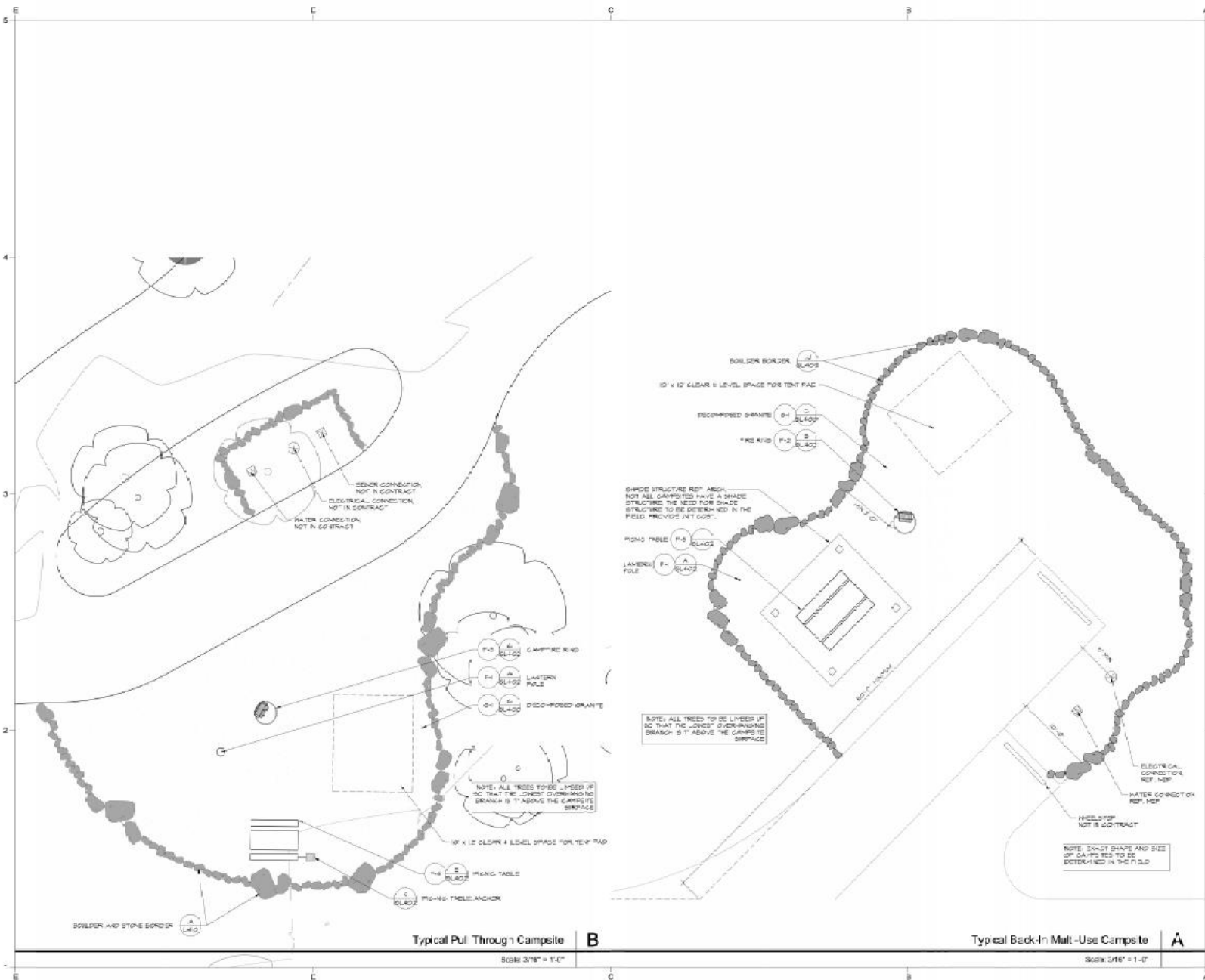
REV. DES. CATE

SHEET TITLE

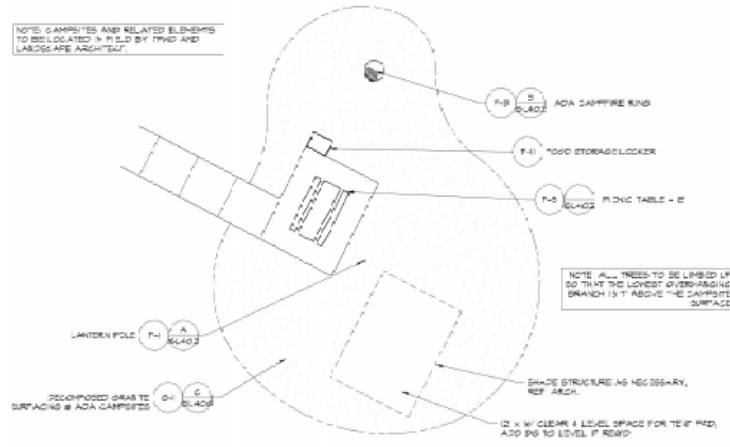
CAMP SITE DETAILS

SHEET NUMBER

1  
QL400



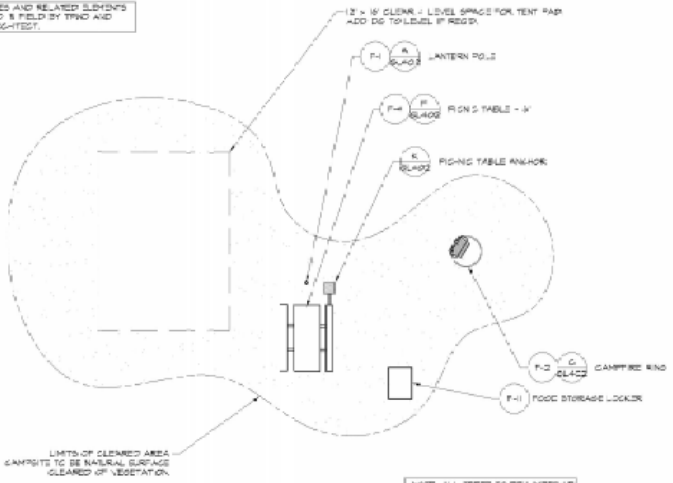
NOTE: CAMPSITES AND RELATED ELEMENTS TO BE LOCATED IN FIELD BY TPWD AND LANDSCAPE ARCHITECT.



Walk-In Tent Campground ADA Site Layout

Scale: 1/8" = 1'-0"

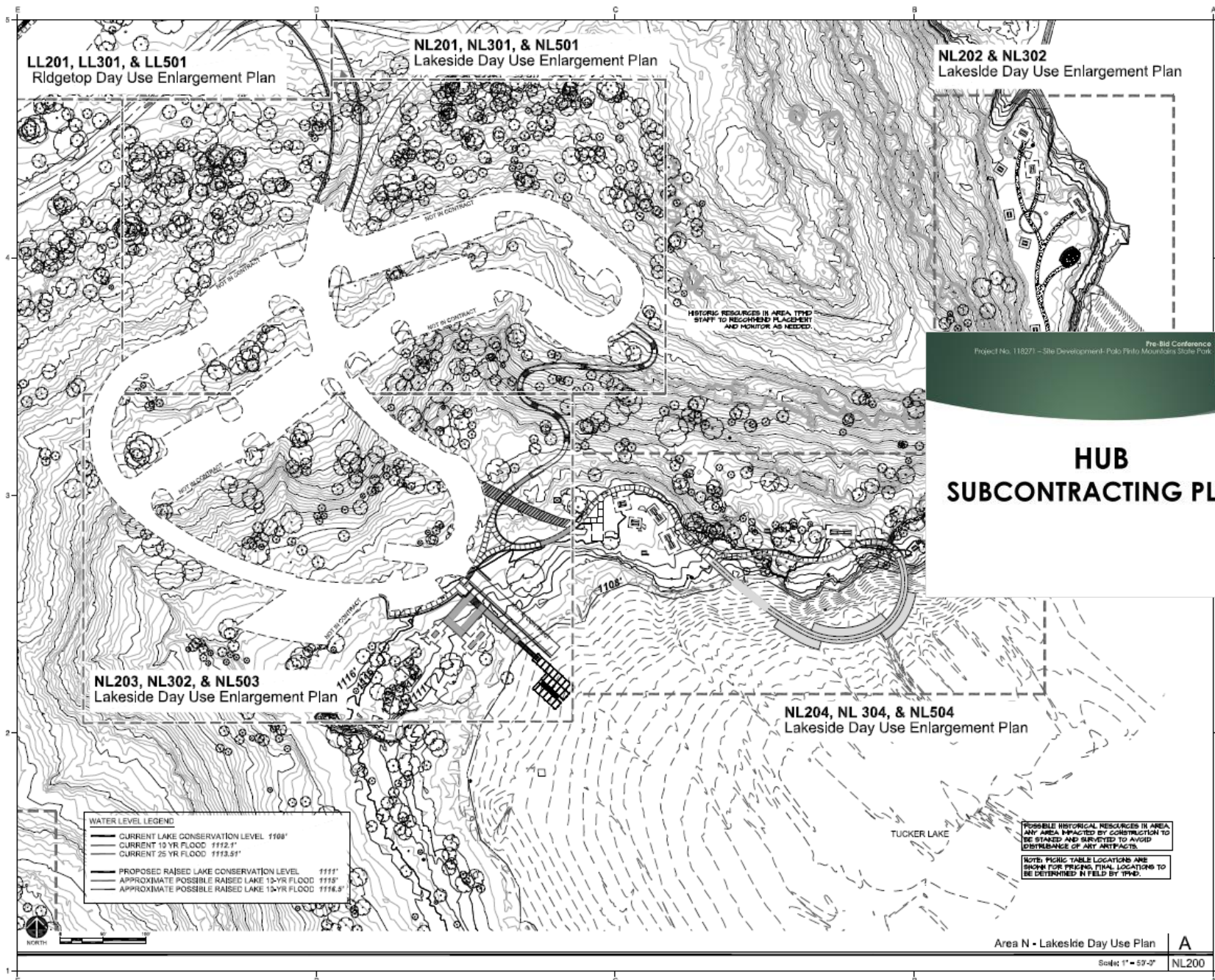
NOTE: CAMPSITES AND RELATED ELEMENTS TO BE LOCATED IN FIELD BY TPWD AND LANDSCAPE ARCHITECT.



Walk-In Tent Campground Typical Site Layout

Scale: 1/8" = 1'-0"





Pre-Bid Conference  
Project No. 118271 - Site Development- Palo Pinto Mountains State Park

TEXAS  
PARKS &  
WILDLIFE

# HUB SUBCONTRACTING PLAN



# **HUB SUBCONTRACTING PLAN**

# HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Government Code §2161.252 and the Texas Administrative Code each state agency (including institutions of higher education) that considers entering into **a contract with the expected value of \$100,000.00 or more shall determine whether subcontracting opportunities are probable** under the contract before bid solicitation, proposals, offers or other applicable expressions of interest

# HUB Subcontracting Plan



Rev. 10/14

## HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- *11.2 percent for heavy construction other than building contracts,*
- ➔ • *21.1 percent for all building construction, including general contractors and operative builders' contracts,*
- *32.9 percent for all special trade construction contracts,*
- *23.7 percent for professional services contracts,*
- *26.0 percent for all other services contracts, and*
- *21.1 percent for commodities contracts.*

**- - Agency Special Instructions/Additional Requirements - -**

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall



# EVERYONE WILL NEED TO COMPLETE PAGES 1, 2 and 3

- ▶ For those bids that are received without a correctly completed HSP, they are sometimes rejected. *Some agencies will first try contacting the respondent for resubmission of a corrected HSP, or the necessary pages.*
- ▶ The agency must be able **(at all times)** to get in touch with someone that is knowledgeable of the contract in case there are questions that need clarity or correction(s). For dead-line purposes.
- ▶ All evaluations will be done by a HUB Program Specialist.
- ▶ **Even if you are a HUB, you are still required to complete the HSP**

# QUICK CHECKLIST

Rev. 10/14



## HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
  - ☐ Section 2 c. - Yes
  - ☐ Section 4 - Affirmation
  - ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract in place for five (5) years or less meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB

# QUICK CHECKLIST (cont.)

- ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
  - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
  - ☐ Section 2 c. - No
  - ☐ Section 2 d. - No
  - ☐ Section 4 - Affirmation
  - ☐ GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:
- ☐ Section 1 - Respondent and Requisition Information
  - ☐ Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
  - ☐ Section 3 - Self Performing Justification
  - ☐ Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

You may download and complete the form here

Find ▾

Enter a search term



[home](#) » [purchasing](#) » [vendor](#) » [hub](#)



## HUB FORMS

- ▶ [HUB Certification Application Forms](#)
- ▶ [HUB Certification Checklists by Type](#)
- ▼ [HUB Subcontracting Plan \(HSP\) Forms](#)
  - [HUB Subcontracting Plan Form \(PDF\)](#)  
(Includes all HUB Subcontracting plan Word documents listed below)
  - [HUB Subcontracting Plan Form, SECTION 2 continuation sheet \(PDF\)](#)
  - [HUB Subcontracting Plan Good Faith Effort - Method A \(Attachment A\) \(PDF\)](#)
  - [HUB Subcontracting Plan Good Faith Effort - Method B \(Attachment B\) \(PDF\)](#)
  - [HUB Subcontracting Opportunity Notification Form \(PDF\)](#)
  - [HUB Subcontracting Plan Progress Assessment Report \(XLS\)](#)
- ▶ [HUB Merchant Verification Forms for State Charge Card Program](#)
- ▶ [Mentor Protege Forms](#)

## HUB Publications

[HUB Reports](#)

[HUB Brochure \(PDF\)](#)

[Grow Your Business \(PDF\)](#)

[Disparity Study](#)



# PAGE 1 - SECTION 1

## RESPONDENT AND REQUISITION INFORMATION

- **Company Name and the Point of Contact**

The point of contact should be someone that is **knowledgeable of the contract** that can answer the question(s) of concern

- If applicable, include your **State of Texas VID #** issued by the Comptroller's office.

- **Is your company a State of Texas certified HUB?**

**please answer YES or NO**

- **Write-in the Solicitation/Requisition Number**

In the event your HSP is separated from your bid response, the agency will at least know by the solicitation/requisition number, where your HSP is to go

- Write-in the **Bid Open Date**

# PAGE 1 - SECTION 1

## RESPONDENT AND REQUISITION INFORMATION – cont.

### SECTION-1: RESPONDENT AND REQUISITION INFORM

### EXAMPLE

- a. Respondent (Company) Name: **I Believe In Subcontracting (IBIS)** State of Texas VID #: **12345678910**
- Point of Contact: **Uget A. Contract** Phone #: **(800) TRY-SUBS**
- E-mail Address: **ibis@gmail.com** Fax #: **(800) GUD-F8TH**
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Requisition #: **118271** Bid Open Date: **June 17, 2021**  
(mm/dd/yyyy)

## PAGE 2 – SECTION 2

### SUBCONTRACTING INTENTIONS

Check the appropriate box that identifies your subcontracting intentions

What if you are not subcontracting – do you still have to complete Section 2???

**Everyone must complete Section 2  
[RESPONDENT'S SUBCONTRACTING  
INTENTIONS] by either checking YES or NO**

What you choose here will determine how you complete the rest of the application

PAGE 2 – SECTION 2  
SUBCONTRACTING INTENTIONS – cont.

**KEEP IN MIND**

*you will never complete section 3 [Self Performing Justification], Good Faith Effort (GFE) Method A and/or GFE Method B for any one project.* You will only complete one of the three scenarios based on your response(s) in section 2 [Respondent's Subcontracting Intentions].

PAGE 2 – SECTION 2  
SUBCONTRACTING INTENTIONS – cont.

In accordance with 34 TAC §20.282  
the word “**subcontractor**” for the state is:  
**a person/company who contracts with a  
prime contractor to work, to supply  
commodities or to contribute toward  
completing work for a government entity**

**THEREFORE, IF YOU WILL BE SUBMITTING A BID  
RESPONSE FOR THIS PROJECT, YOU ARE NOT A  
SUBCONTRACTOR**

# PAGE 2 – SECTION 2

## SUBCONTRACTING INTENTIONS – cont.


Enter your company's name here: **I Believe In Subcontracting (IBIS)**

Requisition #: **118271**

### SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)
-  ☐ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>five (5) years or less</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%

## PAGE 3 – SECTION 3

### SELF- PERFORMING JUSTIFICATION

**If you responded NO to Section 2, item A, you must complete page 3, section 3**

- Check the appropriate box that indicates whether your proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources; using your own employees, materials, supplies, delivery/transportation (if applicable).
- We want to know how and why your company will be able to complete this entire contract with its own resources and/or employees without subcontracting.

# PAGE 3 – SECTION 3 COMPLETING THE SELF- PERFORMING JUSTIFICATION – cont.

Enter your company's name here:


**I Believe In Subcontracting (IBIS)**

Requisition #:

**118271**

## **SECTION-3:** SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- 
- ☐ **Yes** (If **Yes**, in the space provided below list the **specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
  - ☐ **No** (If **No**, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

### **EXAMPLE**

**Please see Page xx, Section xxx as it refers to how my company will perform the contract in its entirety with my company's own equipment, supplies, materials and/or employees**

- **evidence of existing staffing** to meet contract objectives
- **documentation (such as monthly payroll records) proving employment** of qualified personnel holding the necessary licenses and certificates required to perform work that will be fully engaged in the contract
- **Insurance documentation of equipment owned by your company** that will be used for the fulfilment of the contract



# PAGE 3 – SECTION 3 COMPLETING THE SELF- PERFORMING JUSTIFICATION – cont.

Enter your company's name here:

**I Believe In Subcontracting (IBIS)**

Requisition #:

**118271**

## **SECTION-3:** SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.


- ☐ Yes (If **Yes**, in the space provided below list the **specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- ☐ No (If **No**, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

### **EXAMPLE**

**In this space is where I explain how my company will perform the contract in its entirety with my company's own equipment, supplies, materials and/or employees**

- **evidence of existing staffing** to meet contract objectives
- **documentation (such as monthly payroll records) proving employment** of qualified personnel holding the necessary licenses and certificates required to perform work that will be fully engaged in the contract
- **Insurance documentation of equipment owned by your company** that will be used for the fulfilment of the contract

# LAST...but not LEAST



Your HSP must be signed  
by an authorized and  
knowledgeable  
representative of the  
company

# SECTION 4 – AFFIRMATION

This section confirms that **you have done and will do all that the HSP requires**

- You should be able to contact the contract administrator of an agency if you need any type of assistance with completing the HSP.

**Everyone has to read and sign this section whether you are subcontracting or not**


- A copy of the notice required by this section must also be provided to the agency's contract administrator no later than 10 working days after the contract is awarded

# SECTION 4 – AFFIRMATION- cont.

## SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

	<hr/>	<b>Uget A. Contract</b>	<b>Owner</b>	
	Signature	Printed Name	Title	Date (mm/dd/yyyy)

### Reminder:

### EXAMPLE

- If you responded “Yes” to SECTION 2, Items c or d, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded “No” SECTION 2, Items c and d, you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.

## PAGE 2 – SECTION 2

# SUBCONTRACTING INTENTIONS

**According to the Texas Administrative Code (TAC); Title 34. Part 1, Chapter 20, subchapter D, Division 1, §20.285**

(d) Establishing good faith effort by respondent.

(1) Any person submitting a bid, proposal, offer or other applicable expression of interest in obtaining a contract with the state **shall submit a completed HUB subcontracting plan demonstrating evidence of good faith effort in developing that plan.** Good faith effort shall be shown through utilization of the methods specified below, and in full conformance with all directions for demonstration and submission specified in the HUB subcontracting plan forms prescribed by the comptroller.

- (A) Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.**
- (B) Provide written justification of the selection process if the selected subcontractor is not a HUB.**
- (C) Provide documentation of meeting one or more of the requirements**



## Infrastructure HUB Subcontracting Opportunities

**Date of HUB List:** April 27, 2021 **Project/Contract Number:** 118271

**Description:** Site Development at Palo Pinto Mountains State Park- Palo Pinto County, Texas

In accordance with Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter D, Division 1, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for Construction, Services (including Professional and Consulting Services), and Commodity procurements. The State of Texas Policy is to contract directly with HUBs or indirectly through subcontracting opportunities. Each Contractor/Vendor shall also make a good faith effort to utilize HUBs in subcontracting opportunities.

TPWD estimates the value of this contract to be \$ **\$3,500,000** and further sets the HUB subcontracting goal at **21.1** % of the contract's value.

(Subcontractor - A person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity as defined in Texas Government Code 2251.001.)

**NOTE:** The following list identifies potential subcontracting opportunities. You could have other opportunities or may self-perform some opportunities. You are not required to subcontract every potential subcontracting opportunity.

Class & Item Code: Trades/Disciplines/Major Supplies:		Class & Item Code: Trades/Disciplines/Major Supplies:	
330-13	Fencing, Gates, Panels, Posts, Fittings	914-38	Construction Services- Electrical, New
557-63	Signage: Destination and Routing type	914-55	Masonry
909-76	Site Work, Construction	914-57	Metal Work
912-23	Backfill Services, Digging, Ditching, Grading	959-90	Waterfront Construction: Piers, Docks, Decking
912-44	Excavation Services	988-52	Landscaping: design, fertilizing, planting
913-47	Construction, Sidewalk and Driveway	988-63	Park Area Construction and Renovation
914-27	Carpentry		
914-30	Construction Services- Concrete, New		

# PAGE 2 – SECTION 2

## SUBCONTRACTING INTENTIONS (cont.)

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1110153A**

### SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)
- ☐ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>five (5) years or less</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%



IF YOU CHECKED (YES)

DEMONSTRATE YOUR **METHOD A** GOOD FAITH EFFORT  
IN ONE OF THESE WAYS

- You will either use HUBs for all of the subcontracting opportunities or you may use HUBs and NON-HUBs that meet and/or exceed the HUB goal.

21.1%

- You may demonstrate your Good Faith Effort to subcontract with only Texas Certified HUB Vendors. Then complete Method A (Attachment A) (ONLY) for each of your subcontracting opportunities listed on page 2, section 2

PAGE 2 – SECTION 2  
SUBCONTRACTING INTENTIONS (cont.)

**LIST ALL PORTIONS OF WORK THAT YOU WILL  
SUBCONTRACT OUT**

Specify the aggregate expected percentage of the contract that you will be subcontracting out using both Texas Certified HUBs with which you have an existing “written” contract in place for five years or less that meets or exceeds the HUB goal

IF YOU CHECKED (YES)

DEMONSTRATE YOUR **METHOD A** GOOD FAITH EFFORT  
IN ONE OF THESE WAYS

- Specify the percentages of the contract you expect to award to Texas Certified HUB vendor(s)
- Specify the percentages of the contract you expect to award to vendor(s) that are not Texas Certified HUBs (non-HUBS)

**Once you add up all the percentages, your total at the bottom should either meet and/or exceed the HUB goal**



# PAGE 2 – SECTION 2

## SUBCONTRACTING INTENTIONS (cont.)

11			%		%		%
12			%		%		%
13			%		%		%
14			%		%		%
15			%		%		%
	Aggregate percentages of the contract expected to be subcontracted:		%		%		%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>).

- c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.
- ☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to Item d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you have a continuous contract\* in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- ☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

## **METHOD A (ATTACHMENT A)**

### **GOOD FAITH EFFORT**

**This attachment refers back to page 2, section 2  
[SUBCONTRACTING INTENTIONS] of the HSP**

- You will need to complete an Attachment A, Section A-1 and A-2 for each opportunity you have listed on page 2, section 2 if you will be using ONLY Texas Certified HUBs or you meet or exceed the specified HUB goal.
- Indicate the approximate dollar amount and expected percentage of the contract to be subcontracted

**Must be the same percentages as listed on page 2, section 2**

# METHOD A (ATTACHMENT A)

## GOOD FAITH EFFORT – cont.

Rev. 10/14

### *HSP Good Faith Effort - Method A (Attachment A)*

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **118271**

**IMPORTANT:** If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

#### **SECTION A-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number:  Description:

#### **SECTION A-2: SUBCONTRACTOR SELECTION**

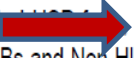
List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

# METHOD A (ATTACHMENT A)


## GOOD FAITH EFFORT – cont.

	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$		%

**REMINDER:** As specified in SECTION 4 of the complete RFP,  if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# LAST...but not LEAST




Your HSP must be signed  
by an authorized and  
knowledgeable  
representative of the  
company

# SECTION 4 – AFFIRMATION

## SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

	<b>Uget A. Contract</b>	<b>Owner</b>	
Signature	Printed Name	Title	Date (mm/dd/yyyy)

### Reminder: **EXAMPLE**

- If you responded “Yes” to SECTION 2, Items c or d, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded “No” SECTION 2, Items c and d, you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.

## PAGE 2 – SECTION 2

### SUBCONTRACTING INTENTIONS (cont.)

#### **LIST ALL PORTIONS OF WORK THAT YOU WILL SUBCONTRACT OUT**

- Specify the percentages of the contract you expect to award to Texas Certified HUB vendor(s)
- Specify the percentages of the contract you expect to award to vendor(s) that are not Texas Certified HUBs (non-HUBS)

**Once you add up all the percentages, your total at the bottom should either meet and/or exceed the HUB goal**



# PAGE 2 – SECTION 2

## SUBCONTRACTING INTENTIONS (cont.)

Enter your company's name here: **Believe In Subcontracting (IBIS)** Requisition #: **118271**

### SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)
- ☐ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs	
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>five (5) years or less</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.	
1			%		%
2			%		%
3			%		%
4			%		%
5			%		%
6			%		%

# PAGE 2 – SECTION 2

## SUBCONTRACTING INTENTIONS (cont.)

11			%		%		%
12			%		%		%
13			%		%		%
14			%		%		%
15			%		%		%
	Aggregate percentages of the contract expected to be subcontracted:		%		%		%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>).

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- ☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified** HUBs with which you have a **continuous contract\*** in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the **"Agency Special Instructions/Additional Requirements"**.

- ☐ - **Yes** (If **Yes**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- ☐ - **No** (If **No**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

**METHOD B** USED ONLY WHEN YOU DO NOT MEET OR EXCEED  
THE HUB GOAL



If you **do not meet or exceed** the recommended **HUB Goal** and you **ARE NOT** using **ONLY** Texas Certified **HUBs**, then you will need to complete an **METHOD B** Attachment B for each of the subcontracting opportunities listed on page 2, section 2

# SUBCONTRACTING WITH HUBs and NON-HUB VENDORS

If you are subcontracting with HUBs and NON-HUB vendors (or only with NON-HUB vendors) and the aggregate percentage you are subcontracting with HUB vendors (with which existing written contracts have been in place for five (5) years or less) **DOES NOT** meet the HUB goal for that category, **you must demonstrate your Good Faith Efforts by completing METHOD B (ATTACHMENT B)**



## **METHOD B (ATTACHMENT B)**

### **GOOD FAITH EFFORT**

**This section instructs you as to what you must do to demonstrate your Good Faith Effort to contract with HUBs**

- You will need to complete an Attachment B for each opportunity you have listed on page 2, section 2
- Indicate the approximate dollar amount and expected percentage of the contract to be subcontracted

**Must be the same percentages as listed on Page 2, Section 2**



# METHOD B (ATTACHMENT B)

## GOOD FAITH EFFORT – cont.

### Section B-2

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## *HSP Good Faith Effort - Method B (Attachment B)*

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **118271**

**IMPORTANT:** If you responded “Yes” to SECTION 2, Items c or d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

### **SECTION B-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number:  Description:

### **SECTION B 2: MENTOR PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If **Yes**, to continue to SECTION B-4.)

☐ - No / Not Applicable (If **No** or **Not Applicable**, continue to SECTION B-3 and SECTION B-4.)

### **SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

When completing this section you MUST comply with items **a**, **b**, **c** and **d** thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

METHOD B (ATTACHMENT B)  
GOOD FAITH EFFORT – cont.  
Section B-2 – cont.

**LET'S PAUSE FOR A MOMENT AND DISCUSS THE  
MENTOR PROTÉGÉ PROGRAM**

- Each agency is responsible for sponsoring a state Mentor Protégé agreement; designed to foster long term relationships between prime contractors/vendors and HUBs to increase the ability of utilizing HUBs to contract with the state or to receive subcontracts under a state contract. The objective is also for development and growth of proteges with the professional guidance and support of Mentors.

You may use your protégé to perform the specific subcontracting work (if applicable)

## GOOD FAITH EFFORT(S) – cont.

- Provide notice of the subcontracting opportunity to at least three (3) Texas Certified HUBs
- Provide notice of the subcontracting opportunity to at least two (2) Minority or Women Trade Organization/Development Centers

**ALLOW NO LESS THAN 7 WORKING DAYS PRIOR TO SUBMITTING YOUR BID RESPONSE FOR HUBs TO RESPOND**

**\*\*\*DOES NOT include holidays and/or weekends\*\*\***

# METHOD B (ATTACHMENT B)

## GOOD FAITH EFFORT – cont.

### Section B-3

#### **SECTION B 3:** NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB Status code “A” signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID Number	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?	
<b>Company ABC</b>	<b>11 DIGITS</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Company DEF</b>	<b>11 DIGITS</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Company XYZ</b>	<b>11 DIGITS</b>		<input type="checkbox"/>	<input type="checkbox"/>

## METHOD B (ATTACHMENT B) GOOD FAITH EFFORT SECTION B-3 – cont.

- Notifications of subcontracting opportunities must be done in order for your bid to be accepted
- You must retain and send supporting documentation demonstrating evidence of your GFE to notify Texas Certified HUBs and Minority or Women Trade Organizations or Development Centers

**PLEASE DO NOT WRITE:**

**“There are no HUBs to solicit”**

**OR**

**“You will let us know later”**

**OR**

**TBD (To Be Determined)**

**THIS IS UNACCEPTABLE**

## METHOD B (ATTACHMENT B)

### SECTION B-3 – cont.

- A HUB subcontractor listing to assist primes in the solicitation process is provided by the Contract Management Team
- Also included is a list of Minority & Trade Organizations/Development Centers to assist primes in the solicitation process



**HUB LIST:**

TPWD does not endorse, recommend or attest to the capabilities of any company or individual listed. The list is strictly provided as a convenience to respondents.

Respondents may also access a list of HUB subcontractors by referencing the above Class and Item codes in a Centralized Master Bidders List (CMBL) search at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>.

Comptroller HSP information: <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.

**A few minority and women trade organizations and development centers are listed below. For a more complete list, please visit <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.**

Women Contractors Association 6703 Chimney Rock Rd. Bellaire, TX 77401 (703) 807-9977 phone <a href="mailto:director@womencontractors.org">director@womencontractors.org</a> email <a href="http://www.womencontractors.org">www.womencontractors.org</a> website	Texas Association of African American Chambers of Commerce 807 Brazos St., Ste. 710 Austin, TX 78701 (512) 535-5610 phone <a href="mailto:cro@taaacc.org">cro@taaacc.org</a> email <a href="http://www.taaacc.org">www.taaacc.org</a> website	Texas Association of Mexican American Chambers of Commerce 606 Main St. Buda, TX 78610 (512) 444-5727 phone <a href="mailto:president@tamacc.org">president@tamacc.org</a> email <a href="http://www.tamacc.org">www.tamacc.org</a> website
US Pan Asian American Chamber of Commerce SW 711 E. Lamar Blvd., Mailbox 103A Ste. 211 Arlington, TX 76011 (682) 323-5869 phone <a href="mailto:gmcdermott@uspaacc-sw.org">gmcdermott@uspaacc-sw.org</a> email <a href="http://www.uspaacc-sw.org">www.uspaacc-sw.org</a> website	Dallas/Fort Worth Minority Supplier Development Council 8828 N. Stemmons Fwy, Ste. 550 Dallas, TX 75247 (214) 630-0747 phone (214) 637-2241 fax <a href="mailto:sourcing@dfwmsdc.com">sourcing@dfwmsdc.com</a> email <a href="http://www.dfwmsdc.com">www.dfwmsdc.com</a> website	US India Chamber of Commerce DFW 5930 LBJ Fwy, Ste. 310 Dallas, TX 75240 (214) 346-9559 phone (214) 346-9521 fax <a href="mailto:info@usicoc.org">info@usicoc.org</a> email <a href="http://www.usicoc.biz">www.usicoc.biz</a> website

For information on the TPWD HUB program, assistance with completing forms, or to obtain HUB lists if web access is not possible, please contact the TPWD HUB staff at (512) 389-4784 or [hub@tpwd.texas.gov](mailto:hub@tpwd.texas.gov).

## MINORITY/WOMEN TRADE ORGANIZATIONS/DEVELOPMENT CENTERS

ORGANIZATION	MAILING ADDRESS	PHONE	FAX	EMAIL
Dallas Black Chamber of Commerce	2838 Martin Luther King Jr. Blvd, Dallas, TX 75215	214-421-5200	214-421-5510	info@dbcc.org
DFW Minority Supplier Development Council	2710 North Stemmons Freeway, North Tower, Suite 900, Dallas, TX 75207-2212	214-630-0747	214-637-2241	business@dfwmsdc.com construction@dfwmsdc.com
Dallas Hispanic Chamber of Commerce	4622 Maple Avenue, Suite. 207, Dallas, TX 75219	214-521-6007	214-520-1687	
Del Mar College PTAC, Corpus Christi Black C of C	101 Baldwin Blvd., CED-146, Corpus Christi, TX 78404	361-698-1025	361-698-1024	ptac@delmar.edu
El Paso Hispanic Chamber of Commerce	2401 E. Missouri, El Paso 79903	915-566-4066	915-566-9714	treed@ephcc.org
Fort Worth Metropolitan Black Chamber of Commerce	1150 South Freeway, Suite 211, Fort Worth, TX 76104	817-871-6538	817-332-6438	bbolden@fwmbcc.org
Golden Triangle Minority Business Council	2155 Stillwater, Beaumont, TX 77705	409-962-8530	409-722-5402	hatcher.beverly@gtmcb.com
Greater Austin Black Chamber of Commerce	912 E. 11th Street, Suite A, Austin, TX 78702	512-459-1181	512-459-1183	admin@austinbcc.org
Greater Houston Business Procurement Forum	17071/2 South Post Oak Blvd., PMB 273, Houston, TX 77056	832-216-2185	713-436-8333	milton@houstonbiz.org
Hispanic Contractors Association - Houston	7 Parker Road, Houston, TX 77076	832-883-5078	Use email	randymagdalen@yahoo.com
Hispanic Contractors Association - San Antonio	8300 Pat Booker, RM 233 Live Oak, San Antonio, TX 78233	210-444-1100	210-444-1101	admin@hcadesa.org, exdir@hcadesa.org
Hispanic Contractors Association - Regional	2210 W. Illinois Avenue, Dallas, TX 75224-1636	972-786-0909	972-786-0910	yolanda@regionalhca.org
Houston Hispanic Chamber of Commerce	1801 Main Street, Suite 890, Houston, TX 77002	713-644-7070	713-644-7377	mvelasquez@houstonhispanicchamber.com jmancilla@houstonhispanicchamber.com
Houston Minority Supplier Development Council	Three Riverway, Suite 555, Houston, TX 77056	713-271-7805	713-271-9770	info@hmsdc.org
National Association of Minority Contractors Inc.- Houston	3825 Dacoma St., Houston, TX. 77092	713-843-3791	713-843-3701	info@namctexas.org
San Antonio Hispanic Chamber of Commerce	200 East Grayson, Suite 203, San Antonio, TX 78215	210-225-0462	210-225-2485	blancam@sahcc.org
Southwest Minority Supplier Development Council	912 Bastrop Highway, Ste. 101, Austin, TX 78741	512-386-8766	512-386-8988	smsdc@smsdc.org
	3463 Magic Dr., #300, San Antonio, TX 78229	210-525-7925	Use email	eric@smsdc.org
Greater Austin Asian Chamber of Commerce	8001 Centre Park Dr., Suite 160, Austin TX 78754	512-407-8240	Use email	exec.admin@austinasianchamber.org
Regional Black Contractors Association	2627 Martin Luther King Jr. Blvd, Dallas, TX 75215	214-565-8946		info@blackcontractors.org
Texas Association of African American Chambers of Commerce (TAAACC)	P.O. Box 13064, Austin, TX 78711-3064	512-535-5610	Use email	taaacc179@yahoo.com
Texas Association of Mexican American Chambers of Commerce (TAMACC)	3000 South IH-35, Suite 305, Austin, TX 78704	512-444-5727	512-444-4929	panton@tamacc.org
Tri-County Black Chamber of Commerce	P.O. Box 88376, Houston, TX 77288	832-875-3977	281-336-0870	procurement@tcbcc.org
U.S. Hispanic Contractors Association de Austin	319 Congress Ave., Ste 250 Austin, TX 78723	512-922-0507		info@ushca-austin.com
U.S. Pan Asian American Chamber of Commerce SW	202 E. Border Street, Suite 144, Arlington, TX 76010	682-367-1393	817-469-9485	gmcdernott@uspaacc-sw.org
Women's Business Council - Southwest	2201 North Collins, Suite 158, Arlington, TX 76011	817-299-0566	817-299-0949	lwilliams@wbcsouthwest.org
Women's Business Enterprise Alliance (WBEA)	9800 NW Frwy, Suite 120, Houston, TX 77092	713-681-9232	713-681-9242	bids@wbea-texas.org
Women Contractors Association (WCA)	10807 Jones Rd, PMB 164, Houston, TX 77065	713-807-9977	713-807-9917	



METHOD B (ATTACHMENT B)  
GOOD FAITH EFFORT  
Section B-3 – cont.

**Again, DO NOT count the first notification day as one of the seven (7) working days**

# METHOD B (ATTACHMENT B)

## GOOD FAITH EFFORT

### SECTION B-3 – cont.

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>.
- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

# METHOD B (ATTACHMENT B) GOOD FAITH EFFORT SECTION B-4

Rev. 10/14

***HSP Good Faith Effort - Method B (Attachment B) Cont.***

Enter your company's name here:

## I Believe In Subcontracting (IBIS)

Requisition #:

**118271**

## SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number:

**Description:**

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

[illegible]

# METHOD B (ATTACHMENT B)

## GOOD FAITH EFFORT

### SECTION B-4

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

#### EXAMPLE

You will need to justify why you are using a NON-HUB vendor instead of a HUB vendor???

**REMINDER:** As specified in SECTION 4 of the completed RFQ, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# METHOD B (ATTACHMENT B)

## GOOD FAITH EFFORT

### SECTION B-4 – cont.

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**If you are awarded any portion of the requisition, you are to provide notice as soon as practical to all the subcontractors (both HUBs and NON-HUBs) of their selection as a subcontractor, with the expected percentage amount**

**REMINDER:** As specified in SECTION 4 of the completed RFP, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# LAST...but not LEAST

- ▶ Your HSP must be signed by an authorized and knowledgeable representative of the company
- ▶ If you *thoroughly* follow the instructions, you will be able to complete the HSP depending on the method by which you choose to demonstrate your Good Faith Effort to subcontract with HUBs




# SECTION 4 – AFFIRMATION

## SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

	<b>Uget A. Contract</b>	<b>Owner</b>	
Signature	Printed Name	Title	Date (mm/dd/yyyy)

### Reminder:

### EXAMPLE

- If you responded “Yes” to SECTION 2, Items c or d, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded “No” SECTION 2, Items c and d, you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.



# HSP OPPORTUNITY NOTIFICATION FORM

Rev. 10/14



## HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

### SECTION: A PRIME CONTRACTOR'S INFORMATION

Company Name:	<b>I Believe In Subcontracting (IBIS)</b>	State of Texas VID #:	<b>12345678910</b>
Point-of-Contact:	<b>Uget A. Contract</b>	Phone #:	<b>(800) TRY-SUBS</b>
E-mail Address:	<b>ibis@gmail.com</b>	Fax #:	<b>(800) GUD-F8TH</b>

**EXAMPLE**

### SECTION: B CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name:	<b>Texas Parks and Wildlife Department</b>	Phone #:	<b>512.389.8823</b>
Point-of-Contact:	<b>TPWD Representative (Nicole Chupka)</b>	Bid Open Date:	<b>June 17, 2021</b>
Requisition #:	<b>118271</b>		(mm/dd/yyyy)

### SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:



# HSP OPPORTUNITY NOTIFICATION FORM (cont.)

## SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

### 1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than  on .  
Central Time Date (mm/dd/yyyy)

*In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).*

*(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*

### 2. Subcontracting Opportunity Scope of Work:

**Please see: [www.tpwd.texas.org/bidopportunity](http://www.tpwd.texas.org/bidopportunity)**

### 3. Required Qualifications:

☐ - Not Applicable

### 4. Bonding/Insurance Requirements:

☐ - Not Applicable

# HSP OPPORTUNITY NOTIFICATION FORM (cont.)

<b>Response Due Date:</b>	<p>days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to two (2) or more minority or women trade organizations or development centers at least seven (7) working days prior to submitting our bid response to the contracting agency.</p> <p><i>(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs <u>and</u> to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)</i></p>
<b>2.</b> <b>Subcontracting Opportunity Scope of Work:</b>	
<b>3.</b> <b>Required Qualifications:</b>  <input type="checkbox"/> - Not Applicable	
<b>4.</b> <b>Bonding/Insurance Requirements:</b>  <input type="checkbox"/> - Not Applicable	
<b>5.</b> <b>Location to review plans/specifications:</b>  <input type="checkbox"/> - Not Applicable	



# BID SUBMISSION



## BID SUBMISSION- due date & method



**Bids are due** prior to 2:00 PM (CT) on  
June 17, 2021.



Bids for this project are to be **submitted to**  
**4200 Smith School Road Austin, Texas 78744**

*Notice to Bidders*  
*Instructions to Bidders, Section 1.1*

# BID SUBMISSION- method/location

## **BID SUBMISSION:**

1.1 Bids must be received in the Infrastructure Division of the Texas Parks and Wildlife Department (TPWD) Austin, Texas NO LATER THAN the date and time specified in the Notice to Bidders. Bids received after this time will not be considered and will be returned unreviewed. Each bid shall be submitted on the Contractor's Bid form provided.

1.2 Bids must be enclosed in a sealed envelope, box, or container clearly marked on the outside as an "official bid" and shall include the following information:

Project Number- **118271**

Project Description- **Site Development**

Project Location- **Palo Pinto Mountains State Park**

Bid Opening Date and Time- **June 17, 2021 no later than 2:00 PM (CT)**

## **DELIVERY OF BIDS**

U. S. Postal Services	Overnight/Express Mail	Hand-Delivery
Texas Parks & Wildlife Dept. Infrastructure Division 4200 Smith School Road Austin, Texas 78744 Hours: 8:00 AM to 5:00 PM (CT)	Texas Parks & Wildlife Dept. Mail Room Infrastructure Division 4200 Smith School Road Austin, Texas 78744 Hours: 8:00 AM to 5:00 PM (CT)	Texas Parks & Wildlife Dept. Security Desk 4200 Smith School Road Austin, Texas 78744 Hours: 8:00 AM to 5:00 PM (CT)

# BID SUBMISSION- contents

1

## BID FORM

*9 pages; submit all pages; no blanks*

2

## QUALIFICATIONS STATEMENT

*10 pages; submit all pages; no blanks*

3

## HUB SUBCONTRACTING PLAN

*with supporting documents*

4

## FEDERAL PROJECT ASSURANCES

*7 pages across 3 documents*

5

## BID SECURITY

*5% of Total Bid Amount- Bid Bond, Certified Check or Cashiers Check*

## **BID SUBMISSION- contents**

---

**1**

### **BID FORM**

*9 pages; submit all pages; no blanks*

# BID SUBMISSION- Bid Form

- 9 Base Bid Items
- Base Bid item reference a Scope Quantities Exhibit

TEXAS PARKS AND WILDLIFE

CONTRACTOR'S BID

Texas Parks and Wildlife Department  
4200 Smith School Road  
Austin, Texas 78744

Having carefully examined the Invitation for Bids and Contract Documents for Project No. 118271 at Palo Pinto Mountains State Park- City of Strawn, Palo Pinto County, Texas for the Texas Parks and Wildlife Department, as well as the premises and conditions affecting this work, and all other contract documents, the undersigned proposes to furnish all labor, equipment and materials necessary to complete the work for the sum of:

PROJECT BID SCHEDULE

BASE BID ITEMS		LUMP SUM PRICE
BB1	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>1-TPWD Site</b>, in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB2	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>2 – Park Headquarters, (Area B)</b>, in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB3	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>3 – Equestrian Trailhead (Area C1) including adjacent Dump Station</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities for the Trailhead Area on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB4	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>4 – Equestrian Camp, (Area C2)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$



BID SUBMISSION-

Bid Form

...continued

BID TABLE CONTINUED ON NEXT PAGE

BB5	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>5 - Ridgetop Day Use, (Area L)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB6	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>6 - Walk-in Camping, (area M1)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB7	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>8 – Lakeside Day Use, (Area N)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB8	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>9 – West Ridge Campground (Area Q)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
BB9	<p>Furnish all labor, equipment, materials, and incidentals necessary to construct and provide all items in <b>10 – Park Maintenance Complex (Area A)</b> in accordance with the Invitation for Bids and Contract Documents.</p> <p><i>For the purposes of pricing, bidders shall base quantities on the unit quantities provided in Exhibit 1- Scope Quantities.</i></p>	\$
Total Lump Sum Base Bid Item(s) 1 - 9		\$
<div>(Total Lump Sum Base Bid Item(s) 1-9 written in words)</div>		

# SNAPSHOT

## Scope Quantities Exhibit

Palo Pinto Mountains State Park  
100% CD Estimate  
April 16, 2021

TPWD 01

Description	Quantity	Unit
<b>1 - TPWD Site</b>		
<u>Electrical:</u>		
Wi-Fi transmitter at Bath House, Not Included		
Wi-Fi transmitter at Equestrian, Not Included		
<u>Park Entry Sign:</u>		
Park Entry stone paving band	1,400	SF
Park Entry stone veneer w/CMU backup	992	SF
Park Entry sign foundation	45	CY
Park Entry weathered steel sign	330	SF
In ground sign solar uplights	2	EA
<u>Site Improvements:</u>		
Rock Harvesting, Not included		
Landscape Repairs	19	AC
Temp Irrigation, 12 months w/Water Truck or Above Ground	12	MO
<u>Earthwork:</u>		
Misc Demolition & Trash Haul	1	LS
Stakeout/layout cultural significant areas	4	Area
Tree protection	1	LS
Erosion control, (maintain TXDOT & new)	12	MO
<b>1- TPWD Site</b>		
<b>2- Park Headquarters, (Area B)</b>		
<u>Earthwork:</u>		
Remove dirt road	4,133	SY
Remove fence	1,906	LF
Remove gate	1	EA
Remove Camper & misc wood & metal	1	LS
<u>Site Improvements:</u>		
Entry gate w/electric, motors & controllers	2	EA
Trash & recycling Receptacle	1	EA
Landscape repairs	1	LS
Reseed disturbed areas	30,000	SF
<b>2- Park Headquarters</b>		

# BID SUBMISSION- Bid Form

## Additive Alternate items

ADDITIVE ALTERNATE BID ITEM NO. 1		LUMP SUM PRICE
A1	Furnish all labor, equipment, materials, and incidentals necessary to provide <b>integral color concrete paving in lieu of standard gray concrete</b> paving in accordance with the Bid and Contract Documents.	\$
<hr/> <b>(Total of ADDITIVE ALTERNATE BID ITEM NO. 1 written in words)</b>		

ADDITIVE ALTERNATE BID ITEM NO. 2		LUMP SUM PRICE
A2	Furnish all labor, equipment, materials, and incidentals necessary to provide <b>AZCA pressure treated Southern Yellow Pine in lieu of standard wood decking</b> in accordance with the Bid and Contract Documents.	\$
<hr/> <b>(Total of ADDITIVE ALTERNATE BID ITEM NO. 2 written in words)</b>		

# BID SUBMISSION- Bid Form

- ▶ Bidder shall acknowledge receipt of all addenda in the space provided in the Contractor's Bid form
- ▶ Addenda:
  - Clarifications or interpretation of the Solicitation that materially affect or change the requirements
  - Posted on the TPWD website and Electronic State Business Daily.
- ▶ It is the responsibility of the Bidder to obtain information regarding addenda in a timely manner.

**RECEIPT IS HEREBY ACKNOWLEDGED OF THE FOLLOWING ADDENDA TO THIS IFB (INITIAL IF APPLICABLE)**

**No. 01** \_\_\_\_ **No. 02** \_\_\_\_ **No. 03** \_\_\_\_ **No. 04** \_\_\_\_ **No. 05** \_\_\_\_ **No. 06** \_\_\_\_

**WARNING: BIDDER'S FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA MAY RESULT IN REJECTION OF BID.**

BIDDER'S AFFIRMATION: SIGNING THIS BID WITH A FALSE STATEMENT OR MATERIAL MISREPRESENTATIONS MADE DURING THE PERFORMANCE OF A CONTRACT IS A MATERIAL BREACH OF CONTRACT AND SHALL VOID THE SUBMITTED BID OR ANY RESULTING CONTRACTS.

The undersigned certifies that I am duly authorized to submit this bid and execute a contract on my own behalf or on behalf of the bidder listed below.

_____ Name of Contracting Firm	By _____ Authorized Signature	_____ Date
_____ Address	_____ Printed Name	
_____ City      State      Zip	_____ Title	
_____ (Area Code) Phone Number	_____ (Area Code) Phone Number	
_____ Email address	_____ (Area Code) FAX Number	
_____ Texas Identification Number	_____ (Area Code) Cell Number	

## **BID SUBMISSION- check for addenda**

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### ► Addenda:

- **Electronic State Business Daily (ESBD) at**  
<http://www.txsmartbuy.com/esbdetails/view/118271>

# BID SUBMISSION- Bid Form

- ▶ Sign and Date the Bid
- ▶ Include all pages of the *Contractor's Bid* form.

BIDDER'S AFFIRMATION: SIGNING THIS BID WITH A FALSE STATEMENT OR MATERIAL MISREPRESENTATIONS MADE DURING THE PERFORMANCE OF A CONTRACT IS A MATERIAL BREACH OF CONTRACT AND SHALL VOID THE SUBMITTED BID OF ALL RESULTING CONTRACTS.

The undersigned certifies that I am duly authorized to submit this bid and enter a contract on my own behalf or on behalf of the bidder listed below.



_____ Name of Contracting Firm	By _____ Authorized Signature	_____ Date
_____ Address	_____ Printed Name	
_____ City    State    Zip	_____ Title	
_____ (Area Code) Phone Number	_____ (Area Code) Phone Number	
_____ Email address	_____ (Area Code) FAX Number	
_____ Texas Identification Number	_____ (Area Code) Cell Number	

## **BID SUBMISSION- contents**

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**2**

### **QUALIFICATIONS STATEMENT**

*10 pages; submit all pages; no blanks*



# BID SUBMISSION- Qualifications Statement

Palo Pinto Mountains State Park  
Site Development

Project No. 118271

TEXAS PARKS AND WILDLIFE

## CONTRACTOR'S QUALIFICATION STATEMENT

PROJECT NO.	118271	LOCATION:	Palo Pinto Mountains State Park	BID DATE:	June 17, 2021
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Bidder shall use this form to clearly demonstrate how they meet the requirements set forth in this solicitation. **Failure to return this form may result in the response submission being considered non-responsive.**

**ALL FORM FIELDS REQUIRED. MARK N/A IF NOT APPLICABLE**

### Section One: Company Profile

Legal Name of the Company:	
Company Description:	
Principal place of business ( <i>Corporate Headquarters</i> ):	
Address:	
City, State, Zip:	
Facility responsible for servicing the contract:	
Address:	
City, State, Zip:	
Contact Person regarding company's submission to the solicitation, authorized to render binding decisions on contract matters:	
Name & Title:	
Phone & Email:	
Personnel who will be responsible for management and day-to-day operation of services described in this solicitation.	
Name & Title:	
Phone & Email:	
Indicate if your company or any of its subsidiaries filed or met criteria for bankruptcy within the last five years. ___ Yes ___ No If yes, explain.	
Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If so, specify date(s), details, circumstances and prospects for resolution.	

## Complete and Submit:

Contractor's Qualification  
Statement (all 10 Pages)

## ► Section One – Company profile

# BID SUBMISSION- Qualifications Statement

## ► Section Two – Contractor's Financial Information

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### *Section Two: Contractor's Financial Information*

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BONDING INFORMATION: Indicate agency/surety through which bonding will be obtained.

Agency:	
Agent's Name:	
Address:	
Address:	
Email Address:	
Agent's Phone No.:	
BONDING COMPANY (UNDERWRITER)	
Bonding Company Name:	
Bonding Agent's Address:	
Bonding Agent's Email:	
Bonding Agent's Phone:	

# BID SUBMISSION- Qualifications Statement

## ► Section Three – Company Experience Record

CONTRACTOR MUST SHOW EVIDENCE OF **THREE (3) SUCCESSFUL CONSTRUCTION PROJECTS** SIMILAR TO THIS PROJECT (AS JUDGED BY OWNER) TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT. THIS EXPERIENCE MUST HAVE OCCURRED WITHIN **THE PAST FIVE (5) YEARS**, MEASURED BACKWARDS FROM THE ISSUE DATE OF THIS SOLICITATION.

*Instructions to Bidders, Section 12*

### Section Three: Company Experience Record

List minimum of three (3) projects (attach additional sheets if necessary) that are at least 50% completed (*50% completed projects will be counted towards successful projects*) or have been completed within the last (5) years and that demonstrate similar experience. Refer to Instructions to Bidders – Article 12.

#### PROJECT 1:

+	
Project Name/Location	
Project Owner's Name	
Project Owner's Address	
Owner's Representative for this Project	
Owner's Representative Phone/Email Address	
Performance Period of this Project	
Provide a brief explanation for time extensions granted on this Project	
Original Contract Amount	\$
Final Contract Amount	\$
If Project is still under construction, then provide percentage complete	
Offeror's key personnel, including Project Superintendent & major subcontractors, including add and email address	
Brief Description of the Work	
Describe how this Project is comparable to the Work required for this Project	
If applicable, Project A/E Name, phone number and email address	

# BID SUBMISSION- Qualifications Statement

## ► Section Four – HUB Information

## ► Section Five – TPWD Contract Experience

## ► Section Six – Certifications and Signature

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### **Section Four: HUB Information**

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Is your firm a Texas Certified Historically Underutilized Business? (HUB): YES ☐, NO ☐

If yes, please indicate gender and ethnicity:

**Gender:** Male ☐, Female ☐

**Ethnicity:** Asian Pacific Islander ☐, Black American ☐, Hispanic American ☐, Native American ☐

**Service-Disabled Veteran:** ☐ Yes, ☐ No

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### **Section Five: TPWD Contracting Experience**

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**Has firm ever done business with TPWD?** If yes, list the most recent project Information:

TPWD Project No.:	
Project Title and Location:	
Offeror's key personnel, including Project Superintendent & major subcontractors, including address, telephone and email address:	

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### **Section Six: Certifications and Signature**

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I hereby certify that all information provided above and attached is true and correct. Furthermore, I hereby authorize Texas Parks and Wildlife Department to contact the references listed above and authorize release of information from such references to Texas Parks and Wildlife Department. I certify that my firm is not debarred or suspended from performing work for the U.S.A. or the State of Texas.

Name of Firm

Signature of Owner or Officer

Title of Person Signing

Date

**COMPLETE ALL SECTIONS OF THIS FORM AND SUBMIT WITH BID.**

## BID SUBMISSION- contents

**3**

### **HUB SUBCONTRACTING PLAN**

*All required forms*

*Include supporting documentation of required outreach*

## BID SUBMISSION- contents

**4**

### **FEDERAL ASSURANCES**

*Construction Labor*  
*Debarment-Suspension*  
*Drug-Free Workplace*  
*Disclosure of Lobbying*

## BID SUBMISSION- contents

**5**

### **BID SECURITY**

*5% of Total Bid Amount*

*Bid Bond, Certified Check or Cashiers Check*





## BID SUBMISSION- **BID SECURITY**

---

Submit a bid bond, certified check or cashier's check drawn to the order of the Texas Parks and Wildlife Department for not less than five percent (5%) of the total amount of your bid.

Original document due with bid.



# CONDITIONS of the CONTRACT

## Conditions- **COST CONSIDERATIONS**

---

### ► **Insurance Requirements-**

Builder's Risk/Installation Floater is required

Umbrella Insurance is required

*Uniform General Conditions, Article 5, Section 5.2*  
*Instructions to Bidders, Section 5*

### ► **Prevailing Wages-**

Exhibit included

*Uniform General Conditions, Article 2; Section 2.2*

## Conditions- **COST CONSIDERATIONS**

### ► **Certified Payroll**

project supported by federal funds

*Uniform General Conditions, Article 2  
Federal Assurances*

### ► **Liquidated Damages-**

The sum of \$339.22 per calendar day has been set as a reasonable estimate of just compensation to the Owner if Contractor does not complete the work by the completion date.

*Special Conditions (Div 01; Sec 01000), Section 1.06*

## Conditions- **COST CONSIDERATIONS**

- ▶ **Performance Bond, Payment Bond**  
*Uniform General Conditions, Article 5, Section 5.1*  
*Instructions to Bidders, Section 6*
- ▶ **U. S. Department of Homeland Security's E-Verify**  
<http://www.uscis.gov/e-verify>  
*Special Conditions (Div 01; Sec 01000), Section 1.26*

## Conditions- **MANAGEMENT SYSTEM**

**TPWD utilizes a Project Management Information System called eBuilder® to manage its construction projects. eBuilder is a cloud-based system that is accessible anywhere there is a web connection. eBuilder® will be used by the Owner, Architect/Engineer and the Contractor for tasks including, but not limited to the following:**

- ▶ Contractor Application for Payment request(s)
- ▶ Submittals
- ▶ Request for Information (RFI)
- ▶ Construction Reports
- ▶ Architect Supplemental Information (ASI)
- ▶ Change Order documentation
- ▶ Progress Meeting Minutes
- ▶ Site Observation Reports
- ▶ Inspection Reports
- ▶ Outsourced (3<sup>rd</sup> party) Testing Reports
- ▶ general correspondence
- ▶ any other Owner requested tasks and/or documents



The eBuilder® website is: (<https://gov.e-builder.net>)



***Pause to  
check CHAT***



# Important Dates

## SOLICITATION CALENDAR



**SITE VISIT:** ~~May 18, 2021-10:00am~~

*SITE VISIT cancelled via Addendum 1 due to severe weather*



**QUESTIONS DUE:** May 24, 2021 by 5:00pm

*submit by email to [nicole.chupka@tpwd.texas.gov](mailto:nicole.chupka@tpwd.texas.gov)*




**TARGET ADDENDUM:** June 3, 2021

*addendum posted on ESD*



**BIDS DUE:** June 17, 2021 by 2:00pm

*4200 Smith School Road. Austin Texas 78744*



***SITE VISIT cancelled via  
Addendum 1 due to severe  
weather***

## **SITE VISIT**

Gather at the RESIDENCE- **1915 FM 2372, Strawn, Texas** . Residence is approximately 2 miles from the junction of Highway 16 and Walnut Street/ FM 2372.

**10:00am**

# Headlines

## BID SUBMISSION



**Bids are due** by 2:00 PM (CT) on June 17, 2021.



Information for delivery are found in **Instructions to Bidders 1.6 – DELIVERY OF BIDS**



Bids for this project are to be **submitted to**  
**4200 Smith School Road Austin, Texas 78744**

# BID SUBMISSION- contents

1

## BID FORM

*9 pages; submit all pages; no blanks*

2

## QUALIFICATIONS STATEMENT

*10 pages; submit all pages; no blanks*

3

## HUB SUBCONTRACTING PLAN

*with supporting documents*

4

## FEDERAL PROJECT ASSURANCES

*7 pages across 3 documents*

5

## BID SECURITY

*5% of Total Bid Amount- Bid Bond, Certified Check or Cashiers Check*

# Headlines **CAUTIONS!**

## ▶ **Submit all pages of Bid Submittals**

- 9 pages of Contractor's Bid Form
- 10 pages of Qualifications Statement

## ▶ **Submit pages even if there are no contractor inputs!**

- Some pages of Bid Form contain terms to which you are attesting.

## ▶ **Leave no blanks!**

- If it truly does not apply, input "N/A"

## ▶ **All bid submissions have a signature and date!**

- Missed signatures, dates may result in rejection of your bid.



# QUESTIONS?

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- Questions submitted in writing by **5:00pm on May 24 , 2021** that are determined to drive a change or clarification to the Contract Documents will be answered by **Addendum**.
- Questions are to be submitted in writing to Nicole Chupka using [nicole.chupka@tpwd.texas.gov](mailto:nicole.chupka@tpwd.texas.gov)
- Information provided by anyone other than published point of contact (Nicole Chupka) and by any method other than in writing and made part of the Bidding and Contract Documents is non-binding.